

18 January 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

Hank:

1. I am responding to two different memoranda of 10 January 1977 to me from you, both bearing on personnel matters.

2. The first bears on a briefing paper on "Rotation" we submitted to you with a suggestion that it be issued as an Employee Bulletin. You expressed reservations in issuing the bulletin but went on to say:

"I would not have the same objection to a bulletin summarizing the results of the recent survey in all areas, advising employees in general terms of EAG plans for addressing the problem areas, and assuring them that we will keep them informed on our decisions."

25X1 An Agency notice, [] dated 27 December 1976, entitled "Agencywide Personnel Management Survey" has been issued, giving employees the results of the management survey. Paragraph 6 of that notice, indeed, reflects your very point about advising employees in general terms of EAG plans for addressing the problem areas. Action already has been taken by EAG on some of these matters and appropriate regulatory changes are being made.

3. This brings up for consideration, however, a matter I have once before mentioned. I believe there is merit to having the EAG, over your signature, periodically issue an Agency notice or Employee Bulletin which specifically states what the EAG has addressed and decisions it has made. In many instances the employee is not aware of these matters and, even if the employee does read a regulatory change, the employee will not necessarily relate that change to EAG consideration and action. I leave this matter for your consideration.

25X1

4. The second memorandum of 10 January pertains to the subject of "Personnel Development/Training". It is that memorandum where you suggest we adopt a two-level PDP and, based on that, develop some steps to give visibility in the EAG to PDP. You further suggest that the EAG might meet once or twice a year to review papers prepared by the Office of Personnel based on inputs from the components. We believe there is considerable merit in this idea.

5. In response to your request to have my thoughts I submit we do as follows. The first-level PDP will be based on the "Key Operating Positions" as identified at the 6 January 1977 EAG meeting. Remembering that the Agency-wide PDP stops at the GS-17 level, I will ask the Director of Personnel to solicit information from the four Deputies and the Head of the "E" Career Service information, in a mini-PDP format, on individuals they are considering for future incumbency of these first-level positions. This will obviously have to be handled on an "EYES ONLY" basis. The second-level of positions would be composed of the balance of all the positions of "operating officials" not included in the first-level, plus the deputies for all "operating officials". The Director of Personnel, as appropriate, will either solicit that information for the GS-18 positions from the Directorates and can extract from the Agency-wide PDP information on the GS-17 Deputy positions. In your second-level extract, I suggest we also ask the DDO to include, at his choice, the most significant Chief of Station positions.

6. If you agree with this approach, I will ask the Director of Personnel to get the extracts underway and target for a submission for EAG consideration around the middle of March 1977.

/s/ John F. Blake

John F. Blake

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